

Approved For Release 2009/05/13 : CIA-RDP87-00352R000100210019-5

TRANSMITTAL SLIP		DATE
TO: <i>EO/OL</i>		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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HEADQUARTERS OPERATIONS, MAINTENANCE  
AND ENGINEERING DIVISION, OL  
WEEKLY REPORT PERIOD ENDING 19 SEPTEMBER 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

No tasks assigned during this reporting period.

II. Items/Events of Major Interest:

25X1 a. Hydraulic Barricades: Excavation for the installation of two of the three remaining security barricades at the George Washington Memorial Parkway entrance has begun.

25X1 b. Office of Soviet Analysis (SOVA) Backfill: The drawings for Room GH62 have been forwarded to the Engineering and Construction Branch (E&CB), HOME/OL for electrical and mechanical input

25X1 *yes* SOVA personnel will be *giving* moving into the 4E area of the Headquarters Building on 24 September 1984. ~~Carpool and medical permits for their employees were forwarded to the administrative office on 14 September 1984.~~

25X1 c. Training: Two members of the Architectural Design Staff (ADS) are presently receiving additional in-house training on the Computer Aided Drafting and Design System from a representative of the Intergraph Corporation.

25X1 d. Renovations at Headquarters Building: The carpenters, painters and sheetmetal workers have completed their portion of the work in Room GC57 for the Office of Data Processing, DDA. The remaining work -- plumbing, engineering and electrical -- will be contracted because of the manpower shortage. This work order will be removed from the priority list.

25X1 The General Services Administration (GSA) Carpenter, Electric, and Sheetmetal Shops worked overtime last week to complete renovations in Room GE13 for the Office of Communications, DDA.

25X1 The Sheetmetal Shop repaired the fire damper in the duct work on Air Conditioning Unit 21 in the Basement Fan Room and installed an access door.

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*yes* e. Headquarters Maintenance and Operation Transition:

*yes* (1) Beginning the week of 17 September Allied Maintenance Corporation (Allied) has taken over the responsibility of cleaning and upgrading offices in the 2B and 2C corridors, including vaulted areas. These offices are being cleaned under close supervision as a training area for fine tuning the work of Allied personnel prior to their taking over responsibility for additional office space. ✓

(2) Allied is now cleaning the Auditorium, including the terrazzo floor in the lobby, the steps, and the tunnel area. [Upgrading of these facilities includes the following:

*NO* (a) Strip and refinish Auditorium stage, the terrazzo floor in the lobby and the steps.

(b) Complete vacuuming of the Auditorium.

(c) Strip and re wax the tunnel floor.

*NO* (3) Allied window cleaners have washed and cleaned the plexiglass partitions at the bus stop.

*yes* (4) As a result of the Office of Security's decision to provide interim clearances to all Allied personnel who have successfully completed the polygraph examination, approximately 50 Allied personnel were badged during the week of 17 September 1984. These are primarily custodial personnel. Mechanical personnel will follow shortly. ✓

*yes* f. Carpet Tile Installation: On 11 September 1984 carpet tiles were installed in Room 2F42, Headquarters Building, and on 13 September, in Rooms 2C28 and 2C36, Headquarters Building, for Planning and Management Staff, Administrative Group, DI.

*yes* g. Clearing of Corridors: On 12 September 1984, the Building Services Section (BSS), Special Services Branch, HOME/OL, cleared corridors in the Headquarters Building of equipment, supplies, and office furniture in anticipation of the walk through by the Deputy Director for Administration.

*yes* h. Relocations: The Public Affairs Branch was relocated from Room 7B03 to 7D00, Headquarters Building, and also from Room 7B03

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25X1 *NO* i. Venetian Blind Removal: BSS removed venetian blinds from 130 windows in the 4E Corridor of Headquarters Building. The R & R Venetian Blind Company picked up the blinds for cleaning. ☐

25X1 *NO* j. Relocation of Equipment: BSS moved 35 to 40 conserv-a-files for SOVA to the basement "C" Corridor area. The files, which were the wrong size for the area, are being stored for 10 days. ☐

25X1 *NO* k. Classified Disposal Unit: Somat Corporation worked on the Somat bowls from 11 through 14 September and are due to come back this week to complete the job. ☐

25X1 *yes* l. Office of Communications (OC) Watch Office: Demolition work began the week of 4 September 1984. The contractor has installed a security dust barrier wall between the existing operational area of OC and the construction site, and is in the process of installing a barrier in the "C" Corridor to allow demolition of the C Corridor wall for the window. ☐ ✓

25X1 *NO* m. Renovations for Office of Data Processing (ODP) and New Printing and Photography (P&P) Building Air Compressor Project: A pre-bid site visitation was conducted by E&CB on 13 September 1984 for the renovation of Room GC57 for ODP and installation of new air compressors in the P&P Building. Seven contractors inspected the GC57 area and two contractors inspected the P&P Building for the air compressor installation. Bid openings for both projects are scheduled for 20 September 1984. ☐

25X1 *NO* n. Renovation for Office of SIGINT Operations (OSO), DO, and Office of Current Production and Analytic Support (CPAS), DI, Seventh Floor Watch Office Renovation Projects: On 18 September 1984 a pre-bid site visitation is scheduled for the OSO Rooms GE02, GE05, and GE15 renovations and CPAS seventh floor Watch Office projects. Bid opening for both projects are scheduled for 25 September 1984. ☐

25X1 *yes* o. Northside Utility Lines: GSA has indicated that the underground chilled water supply and return lines successfully passed their pressure tests and have been accepted. During a scheduled chilled water outage from 0200 hours on ~~Saturday~~, 15 September, through 0200 hours on ~~Sunday~~, 16 September, the contractor reversed chilled water supply and return connections in the Headquarters Building basement which had been incorrectly installed. ☐ ✓

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25X1 The contractor is presently making the final chilled water connections in the Powerplant and Headquarters Building. If the current GSA schedule is met, the chilled water lines could be operational by ~~Monday~~, 24 September 1984.

25X1 p. Color Lab - P&PD: A progress meeting was held on 12 September 1984. GSA and the construction contractor continue to work off punchlist items. The next progress meeting will be on 11 October 1984.

25X1 q. Penthouse Roof Repair: GSA awarded a contract to Prospect Enterprises, McLean, Virginia, on 27 June 1984 for \$296,391.00. The contractor conducted a walk through of the roofs on 10 September 1984. The contractor is scheduled to begin work on 24 September 1984.

25X1 r. Room GJ50 - ETECS Expansion: Construction is complete except for one punchlist item, which is to install a cover over an emergency switch. This should be completed today.

25X1 s. Pedestrian Tunnel Repairs: An on-board meeting to review the 100 percent design drawings and specifications was held on 7 September 1984. The final design package was received on 17 September 1984. Bid packages will be sent to prospective contractors the week of 24 September 1984.

25X1 t. Transportation: Limousine service was provided to the Near East and South Asia Division from 12 September through 14 September 1984.

### III. Significant Events Anticipated During the Coming Week:

25X1 No items this reporting period.

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Chief  
Headquarters Operations, Maintenance  
and Engineering Division, OL

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